



# ADMINISTRATIVE NOTES

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## Summary Spring Meeting Depository Library Council Pittsburgh, Pennsylvania March 8-10, 1989

The Spring Meeting of the Depository Library Council was called to order by Chair Vicki Phillips. The Council was welcomed to Pittsburgh by Joe Falgione, Associate Director of the Carnegie Library of Pittsburgh, and Mary Kay Biagini, Associate Director of the University of Pittsburgh School of Library and Information Science. Council members and attendees were invited to attend a reception at the library school that evening.

It was announced that the Fall meeting of the Council will be held at the Rosslyn Westpark in the third week of October. The Spring 1990 meeting will be in Phoenix in April.

Council members present were: Vicki Phillips, Chair, Oklahoma State University; David Cobb, University of Illinois; Carol Collier, University of Wyoming; Dennis Dickinson, Beloit College; Erminio D'Onofrio, New York Public Library; Julie Hinz, University of Utah; Sally Holterhoff, Valparaiso University Law Library; Ridley Kessler, University of North Carolina; and Phil Van De Voorde, Iowa State University. Council member Prue Adler joined the meeting at mid-morning, and Judy Russell was present for the Thursday and Friday sessions. Anne Diamond and Elizabeth Lang were unable to attend the meeting. It was announced that Joseph Lu had resigned from Council.

Don Fossedal, Superintendent of Documents, conveyed greetings from Acting Public Printer Joe Jenifer. Mr. Fossedal's comments concentrated on the results of the recently completed user

study of the Depository Library Program. The report, entitled *Users of Academic and Public GPO Depository Libraries*, was delivered to GPO on February 15, 1989. GPO will distribute the report to all depository libraries. Eighty percent (850 of 1054) of the

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academic and public depository libraries cooperated in the survey. Survey results indicated a minimum of 167,000 users per week in academic and public depositories. Adjusted for an estimated 10-25% undercount, the actual number of users appears to be over 200,000 per week. Since only 75% of the total depository libraries were surveyed, actual users nationally would be much higher. Demographically, users were fairly evenly divided, with male users being slightly over 50% and female slightly under. Ninety-three percent of academic library users had some college or graduate education, as did 80 % of public library users. Thirty-two percent of public library users described themselves as professionals, with students the next largest group at 23%. In academic libraries, students were 77%, faculty 8%, and community members 9% of users. Actual amount of faculty usage is probably higher, due to their common usage of student assistants. Results of the report lend support to expanding and enhancing the depository library program, including electronic information transfer. Mr. Fossedal closed his remarks with a brief report on the sales and bookstore program.

Mark Scully reported on activities of the Library Programs Service. The rate of microfiche distribution has been rising since October, from 362,000 to just under 1 million in February. LPS is receiving fewer hardcopy claims. In cataloging, LPS has joined the Library of Congress linked systems project. GPO's Personnel Classification Office has undertaken a review of all positions in LPS for proper grade classification and compensation. This should be completed by the end of the summer. The cataloging section has been partitioned into semi-private workstations, which should improve productivity. There is a pending reorganization within the Acquisitions unit. *Administrative Notes* has been enhanced through use of a laser printer, and is now being mailed first class to all libraries. In training activities, the second Interagency Depository Seminar was planned for April. A management seminar by OMS is scheduled for October, in conjunction with the fall Council meeting. A new video on the depository program has been produced by the Marketing Division. *Instruction to Depository Libraries* has been updated and distributed. Biennial Survey forms have been distributed to all depositories. The Information Technology Program is seeing more CD products in preparation for depository distribution. GPO is encouraged by the results of the Hernon-McClure study.

Vicki Phillips reported on Council activities since the Fall meeting. GPO had asked for advice on two issues. First, Council had been asked for criteria for identifying significant titles which should be distributed in paper to all depositories. The Council was unable to reach consensus on such criteria. An open meeting on this problem was scheduled after the close of the day's formal session. Second, Council was asked for approval of a change in the way Area Wage Surveys were being classified by GPO, and was able to reach consensus on this recommendation. Other activities which have been undertaken during the "off-season" include a review of all resolutions from past Council meetings. These have been entered onto a disk by staff at Oklahoma State University and this disk will be forwarded to GPO. A review of Council bylaws is planned. Joe McClane has requested a review of depository library guidelines, and this



will begin over the summer.

Jan Erickson reported on activities of the Information Technology Program. Census Test Disk 2 is ready for second level distribution in April. Some libraries on the original distribution had

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problems arising from lack of CD ROM Extensions software on their local CD systems. Some libraries also received software disks which were missing some files. GPO has installed a floppy disk duplicating system. From feedback received from the early Census disk distribution, the Census Bureau has compiled a troubleshooting guide which will go with the second distribution. An information packet will contain a brief installation information sheet and a list of the resource libraries. Libraries will get a bound copy of the test disk documentation. On the basis of the test, the Census Bureau has committed to distribute future CD ROM products through the depository system. Information from the 1987 Agricultural and Economic Censuses will be distributed in electronic format. Census plans to produce a total of nine CDs over the next two years. Almost all data previously available on magnetic tape will be on CD. The data disks will be accompanied by basic retrieval software; Census is encouraging the private sector to develop additional enhanced software products. Disks will be in dBase III format. Data from the 1987 Economic Censuses will be in two volumes. Volume 1 will be issued in six parts. The first disk is scheduled for production in May, and will contain data from the geographic area series for wholesale, retail, and service industries for selected states. The second disk will contain complete geographic files. The final disk, scheduled for 1991, will contain all data from volume 1. Volume 2 will contain zip code data for the Economic Censuses and Agriculture, and is scheduled for fall of 1990. The Census of Agriculture will be distributed on two disks in late 1989. Libraries will need version 2 of the CD ROM extensions. Plans for the 1990 Census call for 20-30 CDs from mid- 1991-1993, including redistricting data and block statistics. No decision has been made on maps.

There are two CD ROM projects going on in-house. The EPA project is furthest along, with a test tape at GPO. Several vendors are testing the data with their software. Distribution is scheduled for late summer or fall. The second project is the National Trade Data Bank, public access to which is required by the Omnibus Trade and Competitiveness Act of 1988. The Commerce Department has agreed to distribute the Data Bank (containing information from agencies including Commerce, Bureau of Labor Statistics, Census, USDA and the Federal Reserve Board) on CD to depository libraries. In addition, Commerce will offer a premium online service. The Data Bank will also be available on IBM and Apple compatible disks; GPO will attempt to provide both types of disks to depositories.

The Information Technology Program has been working on a PC based system for processing depository shipments, using an IBM PS2. ITP is looking into ways the shipping list data can be made available to depository libraries.

Future growth of the ITP will depend on discussions underway in Congress, OMB, various federal agencies, the Information Industry Association, and the library community. The proposed OMB circular will have an effect.

A dBase III program for sorting SuDocs numbers is available from Jan Erickson; send a floppy disk for copying.

John Beaton, Chief of Library and Support Systems Branch, reported on development of the ACSIS system. He gave an overview of the organization of the LSSB and of their responsibilities within GPO, along with a discussion of the system development process. ACSIS is the number 4 priority GPO-wide. It is currently at the systems analysis and design stage of development; this will be followed by program development, testing, installation, and maintenance. LSSB is not prepared to announce a time line for completion.

The afternoon session commenced with the reading of recommendations from the Fall 1988 meeting and GPO's responses. These were printed in *Administrative Notes*, vol. 10, no. 4, February 1989.

Bernadine Hoduski reported on activities of the Joint Committee on Printing. She reported on the structure of the Committee and the new membership for the 101st Congress. Senator Ford of Tennessee is the Acting Chair. The new Staff Director is John Chambers, and Rick Oleszewski is the deputy staff director. The *Biographical Directory of the Congress* has been completed. The new *Congressional Directory* is being delayed awaiting executive branch appointments by the new administration. Larry Long of the *Congressional Record* indexing office has been planning further automation; indexing of final volumes is progressing. The Serial Set committee has been working on the new catalog to the Congressional Serial Set and will survey users soon. JCP is working with the General Accounting Office on two audits, the international exchange program and the GPO microfiche program. Prepublication copies of the audit were provided to members of the Council and will be provided to depositories. Main concerns stated in the audit include GPO's continued reliance on one contractor for most of the work; the long-term ability of the contractors to produce quality products; backlogs of fiche awaiting quality testing by GPO; and the large number of titles for which a contract has not yet been assigned. Quality problems continue on replacement contracts.

JCP is working on a response to A-130. They have met with GPO's general counsel to coordinate their responses to OMB. A-130 says basically that electronic products do not have to be published through GPO.

JCP has been working with EPA in their pilot project. Software and data structures were being explored. There was an April deadline for completion of the CD



version. EPA wants all depositories to be surveyed to receive data. The libraries will get fiche and CDs; there will be 30 beta sites for the online product, which may get into the depository system. Ann Latta at Stanford and two librarians at Cornell are working on draft evaluation criteria.

JCP is working on the *Congressional Record* in electronic form, and is looking at software. There are proposals from CQ, Legislate, and Newslog. A meeting was held between JCP and Acting Public Printer Joe Jenifer to discuss the private sector role in the pilot projects. There will be a public meeting in the near future.

Joyce Truman from GPO Marketing presented the new video, entitled *Keeping America Informed*, which has been developed to describe GPO, the sales program, and the depository library system. Copies will be available on a loan basis in two versions. A 10-minute video presents a general view of GPO sales and the library program; a 4-minute version concentrates on the depository library system.

Gil Baldwin, Chief of the Classification and Cataloging Branch of LPS, reported on the operations of his area. Cataloging is the last step in LPS technical processing flow. Classification, conversion to fiche, and distribution all take place in advance of cataloging. There are currently 16 catalogers, four supervisory librarians primarily dedicated to quality control, and one librarian and three editorial assistants who work on the *Monthly Catalog*. This staff catalogs about 28,000 records per year, as well as producing the *Monthly Catalog*, its indexes and supplements. The *Monthly Catalog* has about 2300 paid subscribers and 1400 depository copy recipients, but only one catalog tape purchaser, OCLC. All other tape purchases (26) are done through the Library of Congress Cataloging Distribution Service. All incoming cataloging is processed according to the priorities outlined in the *GPO Cataloging Guidelines*. Congressional work comes first, followed by documents mentioned in the media. Technical reports and non-depository publications are the lowest priorities. The current backlog is about 5,500 publications, and is mainly the lowest priority items. Many highly publicized items are cataloged within a few days of their receipt at GPO. A year ago the backlog was about 9600 publications. Much of the reduction in the backlog can be attributed to the large number of publications caught in the microfiche backlogs, since ficheing precedes cataloging.

All cataloging is done online through OCLC, and records take about 10 weeks to be printed in the *Monthly Catalog*. Tapes purchased through LC are generally available about the time the printed *Monthly Catalog* is available. All GPO cataloging is done to AACR 2 standards with LC subject headings. GPO has been a member of NACO since 1977, and is contributing name authorities through the Linked Systems Project. They have been a CONSER participant since 1981. GPO must strike a balance between national library commitments and the production requirements of the *Monthly Catalog*. GPO has access to OCLC's Master Mode, and can overwrite any member input record directly to reflect GPO cataloging.

When GPO joined OCLC in 1976, it was primarily to streamline *Monthly Catalog* production, with the printed catalog as the primary product. Even though many libraries and vendors are using the tapes for online catalogs and electronic products, and there is much discussion of what should be on the tapes, for GPO they are still a byproduct of *Monthly Catalog* production. The time is now ripe for a dialog among users about how the tapes might be improved to better serve users.

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Mr. Baldwin gave some definitions of terms to provide a commonality for purposes of discussion. He then explained the legal basis for GPO's practice of producing availability records for the *Monthly Catalog* (Title 44, Section 1711). The *Monthly Catalog* format and structure are guided by the Joint Committee on Printing, and any changes must have JCP approval. GPO serials practice has been to create a separate availability record in the *Monthly Catalog* for each issue of any title appearing less than three times per year. Titles with greater frequency are listed annually in the *Periodicals Supplement* with pure serials records. A problem for tape users continues with these records due to the practice of annually printing these records in the *Periodicals Supplement*. The availability record issue also involves individual issues of multi-part monographs and individual sheets of large map series. In each case, there is a collective record on OCLC with a unique control number which is used to generate the availability records for the individual pieces. This practice results in multiple records on the tapes with the same OCLC numbers. Tape processors encounter great difficulties in trying to use the tapes because of this duplication of control numbers. Mr. Baldwin suggested that LPS, the Depository Library Council, JCP, the depository library community, and the vendors need to begin talking about the issues and possible courses of action. Has GPO's machine readable cataloging become more important than the traditional *Monthly Catalog*, and if so what changes should be made in cataloging policy? Can a solution be found which satisfies both tape and *Monthly Catalog* requirements without setting up multiple production tracks? Should LPS change cataloging policy to eliminate availability records for serials, multi-part items, and maps? Should alternative methods of bibliographic control of serials be considered? Should the tapes be designated the de facto *Monthly Catalog*, meeting the requirements of Title 44, and the paper and microfiche versions be phased out, with a savings of a quarter million dollars and reallocation of several positions?

Next, Mr. Baldwin outlined some things which he feels the tape users want. These include having collective records on the tapes, and duplicate or availability records off them; identifiable update or corrections records; more timely and comprehensive cataloging by GPO; and complete tape documentation either from GPO or LC, including timely notification of changes. Council attendees were invited to attend an open discussion on cataloging and tape matters immediately following the adjournment of the day's Council meeting.



The day concluded with a brief question and answer session. In response to a question on the prospects of conversion of the *Congressional Record* to CD, Bernadine Hoduski reported that JCP is looking at software for a full text database, and will produce a demonstration year once indexing is complete. Each depository will get a sample of the test year. JCP is also looking at a restructuring of the way the *Congressional Record* is put together. In response to a question regarding cure notices to microfiche contractors, Sheila McGarr reported that the bulk of the notices were issued in the early stages of the contracts, and that the number has dropped as contractors got used to contract specifications. In response to a question regarding the long delay microfiche selectors of the *Congressional Record* can expect before they get any product, and whether it was possible for libraries to switch to paper during the selection update cycle, Sheila McGarr said this was not possible on a cost basis. Bernadine Hoduski added that JCP would rather spend the money on an electronic product for the long run, and that libraries would have to live with the temporary inconvenience.

The second day of the Council meeting began with Sheila McGarr explaining the Library Programs Service acquisitions process and how it relates to the rest of GPO. The Public Printer acts as the "president" with the Joint Committee on Printing serving as his "board of trustees." There are five Assistant Public Printers, of which the Superintendent of Documents is one. The Library Programs Service and the Document Sales Service are under the Superintendent of Documents, leaving her to deal with two sections which are not under the Superintendent of Documents: the Congressional Printing Management Division and Customer Services, which is under Operating and Procurement. Print requisitions, microfiche quality control, and contracting staff for microfiche contracts are all part of this Division. Under the Library Programs Service (Mark Scully, Director), there are two Divisions, the Library Division (Bonnie Trivizas, Chief), and the Distribution Division. The Library Division subunits are: Inspection Team (Joe McClane), Cataloging and Classification Branch (Gil Baldwin), and Depository Administration (Sheila McGarr). Currently, in the Depository Administration Branch, there are four units reporting to Sheila: Micrographics (all aspects), Information Processing (item selections, surveys), Coordination and Control (mail routing, correspondence, developing annotations for new item surveys), and Acquisitions. Gil Baldwin and Sheila have been working on a proposed reorganization which would move the classifiers from a Cataloging Branch unit into the Depository Administration Branch Acquisitions Unit, which would streamline procedures. They are also hoping to revise job descriptions and audit classifier positions to a higher level, which should help decrease turnover.

Counts for acquisitions purposes are derived on an annual basis from the item printout updates. An internal *List of Classes*, with library selection counts, is generated, and is used by the Acquisitions staff and the Requisitions staff. Another product both staffs use is an Item Control Book, arranged alphabetically by bureau and publication



series. The Requisitions, Congressional Printing Management, and Acquisitions staffs use identical tools to determine item counts when requisitions come in. The procedure begins with a Notification of intent to Publish (Form 3868), which is supposed to go to the Sales Service about 10 days in advance of the requisition for printing. Decisions on whether to make the publication a sales item and assignment of a depository item number are made from the information given on this form. LPS receives Notification of Intent to Publish forms by fax from the regional printing offices; acquisitions passes these on to Sales, and decisions are made by both Sales and Acquisitions on the number of copies needed by their programs. Often, the Notification of Intent to Publish forms do not provide sufficient information on which to make a decision, and this is a source of some overages and shortages.

GPO Customer Services Staff has reinstituted a three day printing assistant training course for agency printing staff; LPS has a half- hour during the course in which to educate attendees in the requirements of Title 44. Many participants are ignorant of the depository library program; word is not getting out to the agencies, but LPS is attempting to change this.

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Only 30% of publications actually have a Form 3868 filed in advance of a print order. The first time GPO is aware of all other publications is when they arrive with a SF 1 printing requisition. Since GPO is the printer, and not the publisher, content and printing specifications are determined by the requisitioning agency and not GPO. From the SF 1 and the manuscript copy, Customer Services will determine the item number and the number of depository copies to ride on the requisition. Each publication is then assigned a jacket number; this jacket, with many notations, will remain with the publication through the printing process. Information on the publication is entered into a computer by jacket number; when LPS acquisitions receives inquiries regarding a publication, they need to determine the jacket number in order to obtain printing information on the item.

GPO contracts out to the private sector approximately 70% of its printing. One of the reasons for going to an annual selection cycle was to reduce the number of count changes which needed to be passed on to contractors.

Print orders to contractors may contain anywhere from one to sixteen titles, and are based on the number of pages, 1000 per order.

Ideally, the correct number of copies required for depository distribution will be delivered to Acquisitions for classification, shipping list assignment, mailing, and cataloging. However, there are a number of ways in which shortages may occur. In the absence of a Form 3868 for most publications, the Requisitions staff, and not Acquisitions, makes an item number assignment, and determines the number of copies

to be printed for depository distribution. If the item is mis-assigned at this point and later corrected by LPS, quantities needed will be different. Another source of shortages is publications which are correctly ordered, but an incorrect quantity is actually supplied by the printer. If the quantity is too short, it is pulled from shipment, and a contract compliance problem notification is sent to Customer Service, which will try to get the needed copies directly from the agency or the contractor. Sometimes, they are not successful, and that is where rain checks come in. Reprint requests are made, but these are a lower priority than other orders. Also, something may be incorrectly preclassified for microfiche copies when it should have been ridden for paper copies. The *County and City Data Book* is an example of a title which was incorrectly assigned as a general publication rather than a *Statistical Abstract* supplement, and an additional 500 copies were needed for depository distribution. These were obtained from Sales, and full distribution was made without a rain check being issued.

There is another category of publications which GPO calls "non- receipts"; fugitive publications fit into this category. This is the material which was never ordered at all on an SF 1 or was never ordered by the agency through its own agency printing plant. Often agencies are ignorant of the requirements of Title 44. Legally, GPO cannot reprint material which was done by the agency. Agencies must bear the cost of that printing; many of the non-receipts and rain checks are from agencies. GPO sends the agencies a Publication Request Letter for items where they cannot identify a jacket number. If an agency does not respond after 30 days, a second notice is sent; if there is still no response, the information is forwarded to the JCP for followup. Many of the titles in the "Whatever Happened to..." column are non-GPO titles. Publications which are cooperative, and where outside money is involved, such as the *Federal Reserve Bulletin*, are not depository. Librarians can help GPO identify non-receipts by photocopying the title page and GPO imprint and jacket number, if available and submitting this with a Depository Inquiry Form. GPO will then respond through "Whatever Happened to..." or the "Updated List of Classes."

Cynthia Bower next presented the results of her study of distribution problems. This study was a sabbatical project where she worked with the Joint Committee on Printing, and also spent about 1/3 of her time at GPO. Focus of the report was on two major areas: 1) fugitive documents, and 2) depository but not distributed documents (with two subcategories, a) cataloged but not distributed and b) sold but not distributed.) For purposes of the study, "fugitive" is defined as material which is not cataloged and doesn't appear in the *Monthly Catalog*. "Cataloged but not distributed" is material over which GPO has bibliographic but not physical control. "Sold but not distributed" is material available through the sales program but not sent to depositories. Handouts were made available of some representative fugitive titles which she encountered during the course of the study.

In arriving at figures for how many fugitive documents there were, Ms. Bower worked from the premises that 1) no one knows how many fugitive documents there



are and 2) fugitive documents are a substantial number. A major source of information is the GAO study entitled *Federal Information: Agency Practices* which came out about the time of the OTA study. Of 172 overall responses, 29% of agencies did not use GPO Sales, and 46% did not use the depository library program. Other sources of data were a study of catalog records for titles held by federal libraries, but not cataloged or handled by GPO, and non-depository titles identified in ASI (1800-2000 per year.) She also looked in particular at the distribution record of the Environmental Protection Agency, 1980-88; the results were abysmal.

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Based on available data, somewhere between 4% and 46% of publications are not getting to depositories. The basic problem is noncompliance with Title 44. LPS has no enforcement authority.

Regarding the problem of "depository but not distributed" publications, several studies have been done recently. Ms. Bower cited the work done by Jack McGeachy, North Carolina State University (*DuP*, March 1988,) on items appearing in the *Monthly Catalog* but not distributed; the Sears and Lewis (Miami University) article on currency of annual reports (*Government Publications Review*, 1988;) and Lois Mills' and Sheila Drummond's (Western Illinois University,) study of items in the *List of Classes* which had not been distributed for the last four years. Two common themes run through these studies. First, there are hundreds or thousands of documents which are depository but not distributed, and second, a significant portion of this information is in microfiche format, and the gaps began occurring well before the contract default.

Data on "sold but not distributed" items was compiled using a printout of all items listed for sale in September 1986. Of 573 titles she looked at, 33 had not been distributed at all and 31 were shipped short. 28 of the 33 titles which were never distributed were microfiche titles. In a followup sample, using titles listed on the PRF in October 1988, over 6.5% were not distributed.

The final segment of Ms. Bower's report dealt with a shipment tracking study which she did, following a typical shipment from receipt of items to actual mailing of the box to the library, and also looking at a month's worth of shipping lists, September 1986, looking at the distribution control records. 90% of titles received that month were actually distributed; of these 6.3% were distributed short and 23% were distributed with inadequate claims stock. 5.1% were distributed with the exactly correct number of copies and 54% were received with more copies than needed. Of those not distributed, problems included duplicates, claims to Title 44 exemption, microfiche titles, item number or classification problems, and titles held for new item surveys.

Shipments are made up on the basis of what will fit in a regional size box. Three



joker boxes are made up in receiving: a jacket box, a copy box, and an international distribution box for ficheing. The jacket and copy boxes go to cataloging and classification. Most rain checks are identified at the point of item number and classification assignment. Because of various problems encountered with some of the publications, the number of items actually shipped in the sample box was less than the number originally assigned to the box.

Ms. Bower summarized by saying that she did not encounter any major surprises during the course of her research, except for finding out that the GPO receiving unit has no way of knowing how many copies were ordered, only how many were shipped. She was able to document and quantify problems, with the hope that this information would aid in improving the system. She identified some procedural problems at GPO which they should be able to address. Also, a lot of education needs to go on with agency people regarding the depository program.

In response to a question regarding why items show up in sales, but not on deposit, Sheila McGarr indicated that the problem really lies with the requisition desk in Customer Service. On an inquiry about what could be done about the problem of microfiche publications never making it into distribution, Cynthia Bower indicated that an automated tracking system could solve this problem.

Bonnie Trivizas spoke next on the newly appointed Electronic Distribution Task Force. This is composed of four full time staff members and six part time staff members. Two members represent the Superintendent of Documents. The Task Force is to serve as a coordinating body for GPO decisions, and is a followup to the OTA study. During an initial three day meeting, the Task Force discussed issues it would deal with. The charge to the Task Force is not limited to the depository program or sales, but to the entire life cycle of the information product, from information collection, through processing, storage, dissemination, and finally archiving. Up front decisions on dissemination have an impact on how the information is collected. GPO is working with Standard General Markup Language (SGML) as a national standard for coding information. SGML is similar to a tagging scheme. Use or non-use of such a standard in data processing will have a significant impact on dissemination of the data.

The next speaker, Liz Bishoff from OCLC, outlined the proposed OCLC service called GOVDOC. In 1980, the OCLC Users Council put forth a proposal to encourage OCLC to develop a program to automatically set holdings and provide cataloging products to depository libraries. At that time, OCLC was unable to develop such a program. In 1988, however, they began to investigate the feasibility of such a program once again, in light of batch loading capabilities of OCLC and the increasing importance of local systems in libraries. A focus group of depository librarians was convened to discuss the concept, followed by a survey of approximately 500 depository libraries. The GOVDOC service will involve

*Libraries will be able to customize local holdings by item number with 4 letter holdings symbols.*

three major components: the setting of holdings for depositories as the Government Printing Office catalogs these materials; an option for an OCLC/MARC tape subscription service; and an option for catalog cards. Both selectives and regionals will be able to select items for which they want cataloging records. Through a profiling process, libraries will be able to set 3 or 4 character holdings symbols. Setting of holdings will be done monthly to the MARC tapes; tapes furnished to libraries will be on a separate subscription from regular tapes, due to the monthly batch processing which will be used. Libraries will be able to customize local holdings by item number with 4 letter holdings symbols.

There will be an increased awareness of documents through OCLC, and through its new reference service, EPIC, which will offer full author, title, subject, keyword, and boolean searching, and will index 30 fields. It will be possible for libraries to integrate documents ILL into regular ILL, and after locating a bibliographic record, move that record into the ILL request stream.

Cards will be available for libraries which want them. Because of problems for local systems with the way GPO handles serials, libraries will have the option of selecting monographs only. Costs of the GOVDOC system will be \$.12/title to set holdings; \$.04/MARC record; \$15 (1600 bpi) or \$30 (6250 bpi) per tape; \$.061/card; and a \$200 profiling fee. OCLC will order a tape subscription of the DDIS list of library item selections, and will sort this by individual library for profiling. Libraries will be able to indicate all items, only monographs or serials, or selected items and will be able to assign 4 letter location codes. Changes to a profile will be done on a per hour fee basis. Costs to a library receiving 20,000 items per year, with 12 tapes and shelflist cards, would be \$4,800. 5,000 items per year would run \$1180. The GOVDOC service will initially be offered for current records only, from the date of profiling. It is possible that retrospective records would be offered if there were enough interest from the depository community; there would be substantial problems with profiling selectives for retrospective files, since the DDIS file does not retain item selection history.

The final report of the day was by Ridley Kessler and Gary Cornwell on their work with regionals. Mr. Kessler announced that the regional library questionnaire was completed and distributed; responses were due by March 17. Mr. Cornwell reported on his survey of regionals for retention policies for items listed in Appendix C of the *Instructions to Depository Libraries*. He hopes to have results before the ALA meeting in Dallas.

The final session of the afternoon was the "Open Forum," presided over by Ridley Kessler, where a number of comments were made and concerns expressed. GPO had received a bad batch of shipping boxes and was working to correct the problem. Possible library uses of automated shipping list data were discussed, as well as information elements which should be included on the lists. All fiche contracts have been awarded, the last one being for agency-supplied masters, where there was a 12,000



fiche backlog. The classification hotline still exists, but due to some problems is more of a "warmline." Some sentiment was expressed for reconsidering Recommendation 7 from the October 1988 meeting, regarding the distribution of Braille materials.

There is a problem with the way presidential commissions have been assigned to an item number, which has caused libraries to miss some commission publications, most notably the recent AIDS Commission report. There was a recommendation that all presidential commissions be assigned to one item number.

Regarding a question on what is the legal definition of a publication, both GAO and the GPO General Counsel disagree with the OMB definition.

The Friday session began with guest speaker Toni Carbo Bearman, Dean of the University of Pittsburgh School of Library and Information Science discussing her institution's graduate library program.

Council recommendations were discussed and voted upon. These have been reported in a previous issue of *Administrative Notes*.

Vicki Phillips outlined action items which the Council would be working on before the Fall meeting. These include a historical compilation of all Council resolutions (Vicki Phillips); a review of the Council bylaws (Phil Van De Voorde and Julie Hinz); and a review of the *Guidelines for the Depository Library System* (Sally Holterhoff and Anne Diamond).

Also to be considered during the interim were two requests for advice from GPO. Request #1 reads:

The Government Printing Office (GPO) will soon schedule a public meeting aimed at opening dialogue on the matter of providing government information to depository libraries through non-government channels. At this preliminary stage the Acting Public Printer requests that his Depository Library Council provide him with input to assist him in developing objectives and an agenda for the public meeting. Such input might include at least the following:

- government document titles or files (or categories thereof) that would be most suitable for electronic dissemination through non-government channels;
- desirable access features for information products/services that might be provided;
- criteria for evaluating and ranking the competing products and services of non-government offerers.



As time is of the essence in the holding of this meeting, it would be most helpful to the Acting Public Printer to have this input by April 17, 1989.

Request #2 reads:

This summer the Government Printing Office (GPO) will distribute copies of *Users of Academic and Public (GPO) Depository Libraries* to all depository libraries and to other interested parties. The report raises some profound questions as to the significance of its findings in terms of current program effectiveness and future planning for the Depository Library Program. The Acting Public Printer requests that his Depository Library Council consider the findings and develop appropriate recommendations that will assist GPO in planning for the future of the Depository Library Program.

It is requested that the Depository Library Council provide such recommendations by October 1, 1989.

David Cobb was elected Chair-Elect and Sally Holterhoff was appointed as Secretary of the Council.

The meeting was adjourned at 11:30 am.

\*\*\*\*\*



United States Government Printing Office  
Washington, DC 20401

June 30, 1989

Dear Depository Librarian:

I need your help in resolving a problem that has arisen with the publication, Hydrogeochemistry of the Upper Part of the Fort Union Group in the Gascoyne Lignite Strip-Mining Area, North Dakota, that you received in July 1987. We have been apprised by the U. S. Geological Survey that this publication has falsified data and related technical flaws. I am enclosing a letter from the issuing agency's Chief Hydrologist for further information.

I am requesting that you immediately withdraw this publication from your library collection, and destroy it by any means that will prevent disclosure of its contents.

Descriptive information on this publication:

Title: Hydrogeochemistry of the Upper Part of the Fort Union Group in the Gascoyne Lignite Strip-Mining Area, North Dakota - U. S. Geological Survey Professional Paper 1340

Shipping list number: 87-440-P

Shipping list date: July 29, 1987

Item number: 0624

SuDocs class number: I 19.16:1340

Thank you for your cooperation and prompt attention to this matter.

Sincerely,

*Donald E. Fossedal*

DONALD E. FOSSEDAL  
Assistant Public Printer  
(Superintendent of Documents)





## United States Department of the Interior

GEOLOGICAL SURVEY  
RESTON, VA 22092



In Reply Refer To:  
Mail Stop 409

June 9, 1989

### Recipients of U.S. Geological Survey Publications

Dear Recipients:

The U.S. Geological Survey has discovered falsification of data and related technical findings in U.S. Geological Survey Professional Paper 1340 "Hydrogeochemistry of the upper part of the Fort Union Group in the Gascoyne lignite strip-mining area North Dakota," by R. L. Houghton and others. The falsified data and related technical errors are the responsibility of Mr. Houghton and not the other authors.

Please remove all copies of Professional Paper 1340 from your library or other collection, and destroy them. Thank you for your cooperation.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "Philip Cohen".

Philip Cohen  
Chief Hydrologist



## Readers Exchange

### Helping to Preserve and Improve Access to Government Posters

Has a patron ever asked you for a poster of the Statue of Liberty, or the flag, or Martin Luther King, Jr., only to find little or no coverage of posters by subject in the Monthly Catalog or the GPO Subject Bibliographies?

If your depository collection is like ours, and if you select at least 70% of all poster items available to depository libraries, then you know how difficult it is to find posters by subject.

For this reason, we at Richter Library in the University of Miami (FL), organized our poster collection and built a simple bibliographic database of selected posters using Pro-Cite on a microcomputer with a hard disk. Pro-Cite (Personal Bibliographic Software, Inc.), is a personal database system designed for organizing bibliographic references. It enables the user to find references quickly and to format bibliographies automatically.

We wanted to improve subject access to our poster collection, so, first we arranged the posters by SuDoc number and placed them,, unfolded, into acid-free folders which we stored in the shallow drawers of a steel map case. Second, we built a database by capturing the following descriptive information for selected posters:

1. SuDoc number [from OCLC records]
2. Title [from OCLC records]
3. Description [based on the librarian's observations; usually includes a brief annotation of the message and/or graphics, and mention of special seals, logos, and emblems of departments, bureaus and congressional committees]
4. Subject 1 [from OCLC records]
5. Subject 2 [from OCLC records]

The purpose of our database is to enable the government

documents librarian to find poster records based on his or her description of poster contents. For example, if a patron needed a poster of the American flag, the librarian can search the database and retrieve the records for two Army posters "Freedom's flag, the history of Old Glory" and "How to display the flag."

Besides its function as a finding aid for posters, the bibliographic database can be used to sort, index, and produce a variety of lists that can be used to promote the poster collection and government documents at large.

Diana G. Kirby, Assistant Librarian  
Government Publications & Maps Dept.  
Otto G. Richter Library  
University of Miami  
P.O. Box 248214, Coral Gables, FL 33124

**FEDERAL LIBRARY AND INFORMATION CENTER COMMITTEE**

**FEDLINK NETWORK OFFICE**

**WASHINGTON, D.C. 20540**

LIBRARY OF CONGRESS  
Adams Building, Room 1026C

Phone: (202) 287-6454

Inquiries: Chris Zirps  
(202) 707-6055

June 26, 1989

For Your Use

**FLICC Forum on Information Issues  
Now Available on Video**

A review of the congressional role in formulating information policies for the past 200 years, as well as complaints of decreasing access to government information, are captured on six videocassettes that may be viewed at the Library of Congress or purchased from the Library.

The tapes were recorded at the sixth annual Forum on Federal Information Policies, sponsored by the Federal Library and Information Center Committee (FLICC) at the Library of Congress on March 22, 1989. This year, in observance of the bicentennial celebration of the U.S. Congress, the forum focused its forum on "The Congressional Initiative."

Presenting a congressional perspective on federal information policies was the keynote speaker, Congressman Robert E. Wise, Jr., (D-W.Va.), chair of the House Subcommittee on Government Information, Justice, and Agriculture. Wise briefly reviewed the First Amendment to the Constitution, which guarantees a free press, and the history of the Freedom of Information Act (FOIA) to illustrate how the nation's information policies develop through enactment by the Congress, enforcement by the executive branch, and interpretation by the courts.

An historical perspective of the nation's information policies then was presented by Harold C. Relyea, specialist, American national government, Congressional Research Service, Library of Congress. He prepared the centerpiece paper for the forum. In his taped remarks, Relyea examined the role of Congress in the development of these federal information policies:



- \* A publication foundation, which included provisions for the printing and distribution of bills, treaties, and congressional proceedings;
- \* An oversight function, which addressed accountability of the executive branch agencies;
- \* National security struggles over information access; and
- \* Personal and institutional claims of confidentiality to protect information.

Responding to Relyea's remarks were Ralph Nader, consumer advocate and lawyer, and Walter Berns, a professor at Georgetown University and adjunct scholar, American Enterprise Institute. Nader said the outlook for the availability of government information "is not very good at all," and Berns suggested that the Congress apply the Freedom of Information Act to itself as well as to the executive branch.

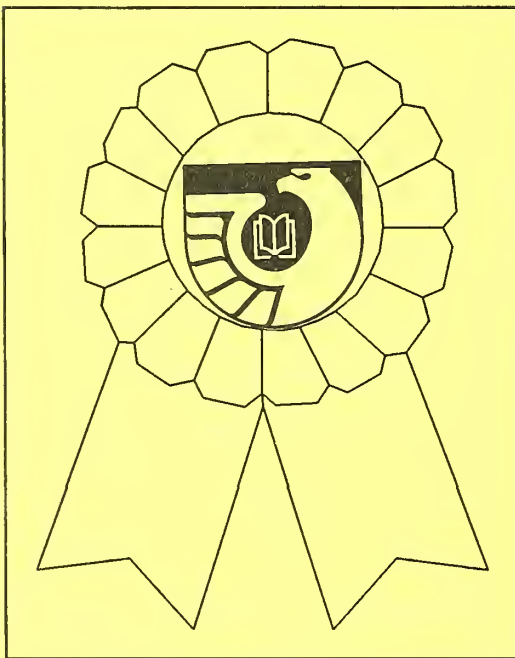
Afternoon speakers addressed contemporary information issues, including the competition between public and private interests for federal information access and control. The featured speakers were John H. Gibbons, director, Office of Technology Assessment, which recently published a study on federal information dissemination in an electronic age; Nancy Kranich, director, Public and Administrative Services, New York University Libraries, and chair of the Coalition on Government Information; Susan K. Martin, executive director, U.S. National Commission on Libraries and Information Science; Robert M. Rosenzweig, president, Association of American Universities; and Anthony G. Oettinger, chair, the Program on Information Resources Policy and the Center for Information Policy Research, Harvard University.

Federal libraries and information centers may borrow VHS copies of the tapes (a set of three runs for a total of five hours) by calling the FLICC office at (202) 707-6454 or writing the office at the Library of Congress, Washington, DC 20540.

Others may view or order the tapes through the Motion Picture, Broadcasting, and Recorded Sound Division (M/B/RS), Library of Congress. To obtain the tapes, ask for the "FLICC Forum on Federal Information Policies--The Congressional Initiative, 3-22-89," shelf numbers VBG 0903 through VBG 0908.

Persons wishing to view the tapes at the Library should make an appointment one week in advance by calling the M/B/RS reference desk at (202) 707-1000. The tapes may be viewed in Room LM 336 of the James Madison Memorial Building. The tapes also may be ordered through the M/B/RS Public Service Office, Library of Congress, Washington, DC 20540. Prices for 3/4-inch tapes are \$510 for the set of six or \$85 for one. The prices for 1/2-inch tapes are \$300 for the set or \$60 for one.

\*\*\*\*\*



**Library Technicians**

*and*

**Student Assistants**

Unsung Heroes/Heroines Award

# Update to the LIST OF CLASSES

1989-15

DATE June 30, 1989PAGE 1 OF 2

## CLASS NUMBER ITEM NUMBER

## CHANGE/NOTICE

A 94.17:	0040-A-06	The Directory for Small-Scale Agriculture (annual) (MF) will be added to item number 0040-A-06.
C 3.276:	0148-F	Consumer Spending Update (quarterly) (P) will be added to item number 0148-F.
D 1.46/6:	0310-E-20	Change title from The Bulletin (monthly) (MF) to DCAA Bulletin (monthly) (MF).
D 102:84:	0332-J	Change frequency from bimonthly to monthly.
D 103.125:	0334-A-31	Tech-Tran (quarterly) (P) will be added to item number 0334-A-31.
D 201.25:	0370-C	Change title from Wifeline (quarterly) (P) to Navy Family Lifeline (quarterly) (P).
EP 5.18/2:	0473-B-14	The Toxics-Release Inventory: A National Perspective (annual) (P) will be added to item number 0473-B-14.
EP 5.18/2-2:	0473-B-14	The Toxics-Release Inventory: Executive Summary (annual) (P) will be added to item number 0473-B-14.
I 53.17/2:	0629-A-01	Change title from BLM Westfornet Monthly Alert (MF) to BLM Monthly Alert (MF).
J 32.10/2:	0718-A-09	OJJDP Fiscal Year, Program Plan (annual) (P) will be added to item number 0718-A-09.
L 38.20/2:	0637-K-01	Coal-Underground Fatalities (biannual) (P) will be added to item number 0637-K-01.
L 38.20/3:	0637-K-01	Coal-Surface Fatalities (biannual) (P) will be added to item number 0637-K-01.
L 38.19/3:	0637-M-01	Metal/Nonmetal-Surface Fatalities (biannual) (P) will be added to item number 0637-M-01.



# Update to the LIST OF CLASSES

AN-v10-#16-8/7/89

1989-15

DATE June 30, 1989

PAGE 2 OF 2

CLASS NUMBER ITEM NUMBER

CHANGE/NOTICE

LC 30.30:	0815-H	CDS (Cataloging Distribution Service) Connection (semi-annual) (P) will be added to item number 0815-H.
NF 2.14:	0831-B-02	Artifacts (monthly) (P) will be added to item number 0831-B-02.
T 22.2/15:6741/	0956-J-01	News You Could Use, A report on HRMS Programs) (bi-monthly) (P) will be added to item number 0956-J-01.
T 22.2/15:7371/	0956-J-01	Inspection National News (bi-monthly) (P) will be added to item number 0956-J-01.

AN-v10-#16-8/7/89

REGIONAL FEDERAL DEPOSITORY LIBRARIANS' MEETING  
October 17, 1989  
Rosslyn Westpark Hotel

8:45 am Opening remarks, Joseph P. McClane, Chief Inspector, GPO

9:00 am-  
9:30 am Reports: Regional Survey, Ridley Kessler, Univ. of North Carolina  
Hearings project, Barbara Hulyk, Detroit Public Library

9:30 am-  
10:30 am Superseded list for regionals, content and survey results,  
Gary Cornwell, Univ. of Florida

Break

10:45-  
11:30 am Discussion groups, geographic break-out, 6 groups

11:30 am-  
1:30 pm Lunch, like library groupings with academics also divided geographically.

1:30 pm-  
3:30 pm Rare and valuable documents: identification, preservation and security.

I dentification: \*James M. Babcock, rare books dealer and former  
head, Burton Historical Collection, Detroit Public Library  
William Wears, Research Dept. , CIS

Preservation: Robert Milevski, Head, Preservation Dept., Johns  
Hopkins University

Security: Myrtle "Smittie" Bolner, Head, Business Administration  
and Government Documents Dept., Louisiana State University

3:30 pm-  
4:30 pm Planning for on-going regional committees  
Open forum  
Wrap-up and adjournment

\*confirmation pending

## REGIONAL BREAKOUT AGENDA (Geographic grouping)

Commercial collections owned: see attached list. Add any others you think are important and bring 10 copies of your list to be shared with other members of your geographic network.

NTIS resources.

Area networking possibilities or current arrangements.

ILL and FAX procedures and arrangements.

Disposal practices for selective depositories and what you, as a regional, do in the process.

Resources for training and support of Census or other CD products.

Online catalogs--do they include docs.? retrospective prior to 1976?

Legislative concerns about information for depository libraries and needed activities.

Open Forum.

This is a suggested agenda, prepared to make most efficient use of available time. It may change as October approaches and other issues take on immediate importance.

### Geographic groups:

- |   |             |             |
|---|-------------|-------------|
| 1. WA, OR, CA, NV, UT, AZ, ID, AK, HA                 | (8 persons) |             |
| 2. MT, WY, CO, KA, NE, SD, ND, IA, MO                 | (10 " )     |             |
| 3. MN, WI, MI, IL, IN, OH                             | (8 " )      |             |
| 4. KY, TN, NC, SC, GA, AL, MS, FL                     | (9 " )      |             |
| 5. VA, WV, MD, DE, PA, NJ, NY, CT, RI, MA, VT, NH, ME |             | (9 persons) |
| 6. AR, LA, NM, OK, TX                                 | (9 persons) |             |



AN-v10-#16-8/7/89

## COMMERCIAL SETS THAT REPLACE DEPOSITORY OR NON-DEPOSITORY DOCUMENTS

American Statistics Index. Microfiche

Bethesda, MD: Congressional Information Service.

CIS Index Microfiche

Bethesda, MD: Congressional Information Service, Inc.

CIS Index to Presidential Executive Orders and Proclamations, 1789-1983 and Executive Orders and Proclamations on Microfiche. Bethesda, MD: CIS, 1987.CIS Index to U.S. Senate Executive Documents & Reports:Covering Documents and Reports Not Printed in the U.S. Serial Set, 1817-1969. Microfiche

Bethesda, MD: Congressional Information Service, 1987.

CIS Index to Unpublished U.S. Senate Committee Hearings.18th Congress - 88th Congress, 1823-1964, and Microfiche Collection. Bethesda, MD: CIS, 1986.CIS U.S. Serial Set Index 1789-1969. Microfiche

Bethesda, MD: Congressional Information Service,

EBIS Indexes Newsbank.Federal Register micro editions available from:Brookhaven Press, Congressional Information Service,  
William S. Hein & Co. Inc., Information Handling  
Services, Princeton Microfilm Corporation, Readex Micro-  
print Corporation, University Microfilm Inc.IRS Cumulative Bulletins. 1919- Commerce Clearing House  
ultraficheJournal of the House of Representatives of the United States.

Early journals available as reprints from Michael Glazier,

Journal of the Senate of the United States of America.

Early journals available as reprints from Michael Glazier

Papers of the President Available from Scholarly Resources  
and University Publications of AmericaSupreme Court Reports: Official EditionAvailable from William W. Hein, Lawyers Microfilm, Inc.,  
Information Handling Services, Law Library Microform  
Consortium, University Microfilm Inc.U.S. Government Publications (Depository and Non-depository)

Readex.

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